

**Illinois Department of Revenue
Regulations**

Title 2 Part 1201 Section 1201.220 Form and Content of Requests
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**TITLE 2: GOVERNMENTAL ORGANIZATION
SUBTITLE D: CODE DEPARTMENTS - REVENUE**

**PART 1201
FREEDOM OF INFORMATION**

Section 1201.220 Form and Content of Requests

- a) Requests in accordance with the FOIA and these rules shall be made in writing. Such requests may be submitted on FOIA request forms provided by the Department. (See Appendix A to these rules.)
- b) Oral requests will be handled expeditiously. However, the required response times and the appeal procedures contained in the FOIA and these rules do not apply to oral requests.
- c) The requestor shall provide the following information in a request for public records:
 - 1) The requestor's full name, address and phone number.
 - 2) A brief description of the public records sought, being as specific as possible.
 - 3. Whether the request is for inspection of public records, copies of public records, or both.